

# Accident Reporting & Investigating

WAC 296-800-320

## Summary



### YOUR RESPONSIBILITY:

#### To report and conduct an investigation of certain types of accidents

#### You must:

Report the death, probable death of any employee, or the in-patient hospitalization of 2 or more employees within 8 hours WAC 296-800-32005 .....	Page 320-2
Make sure that any equipment involved in an accident isn't moved WAC 296-800-32010 .....	Page 320-3
Assign people to assist the Department of Labor and Industries WAC 296-800-32015 .....	Page 320-4
Conduct a preliminary investigation for all serious injuries WAC 296-800-32020 .....	Page 320-5
Document the investigation findings WAC 296-800-32025 .....	Page 320-6



#### Note:

Call the nearest office of the Department of Labor and Industries at 1-800-4BE SAFE or call Occupational Safety and Health Administration (OSHA) at 1-800-321-6742, to report the death, probable death of any employee or the in-patient hospitalization of 2 or more employees within 8 hours, after handling medical emergencies.



# Accident Reporting & Investigating

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## Rule

**WAC 296-800-32005**

**Report the death, probable death of any employee, or the in-patient hospitalization of 2 or more employees within 8 hours**

### You must

- Contact the nearest office of the Department of Labor and Industries in person or by phone at 1-800-4BE SAFE to report within 8 hours of the work-related incident or accident:
  - A death
  - A probable death
  - 2 or more employees are admitted to the hospital
- OR**
- Contact the Occupational Safety and Health Administration (OSHA) by calling its central number at 1-800-321-6742.
- Provide the following information within 30 days concerning any accident involving a fatality or hospitalization of 2 or more employees:
  - Name of the work place
  - Location of the incident
  - Time and date of the incident
  - Number of fatalities or hospitalized employees
  - Contact person
  - Phone number
  - Brief description of the incident.



#### Note:

If you don't learn about the incident at the time it occurs, you must report the incident within 8 hours of the time it was reported to you, your agent, or employee.

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## Rule

**WAC 296-800-32010**

**Make sure that any equipment involved in an accident isn't moved**

### You must

- Not move equipment involved in a work or work related accident or incident if any of the following results:
  - A death
  - A probable death
  - 2 or more employees are sent to the hospital.
- Not move the equipment until a representative of the Department of Labor and Industries investigates the incident and releases the equipment unless:
  - Moving the equipment is necessary to:
    - Remove any victims.
    - Prevent further incidents and injuries.



#### Helpful Tool:

#### Accident/Incident Table

The Accident/Incident table can help you in the event of an accident or incident. You can find a copy of this table in the Resource Section of this book.





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## Rule

**WAC 296-800-32015**

**Assign people to assist the Department of Labor and Industries**

### You must

- Assign witnesses and other employees to assist Department of Labor and Industries personnel who arrive at the scene to investigate the incident involving:
    - A death
    - Probable death
    - 2 or more employees are sent to the hospital.
- Include:
- The immediate supervisor
  - Employees who were witnesses to the incident
  - Other employees the investigator feels are necessary to complete the investigation.

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## Rule

**WAC 296-800-32020**

### **Conduct a preliminary investigation for all serious injuries**

#### **You must**

- Make sure your preliminary investigation is conducted to evaluate the facts relating to the cause of the incident by the following people:
  - A person designated by the employer.
  - The immediate supervisor of the injured employee.
  - Witnesses.
  - An employee representative, such as a shop steward or other person chosen by the employees to represent them.
  - Any other person who has the experience and skills.
- If the employee representative is the business agent of the employee bargaining unit and is unavailable to participate without delaying the investigation group, you may proceed, by using one of the following:
  - The shop steward.
  - An employee representative member of your safety committee.
  - A person selected by all employees to represent them.



#### **Note:**

A preliminary investigation includes noting information such as the following:

- Where did the accident or incident occur?
- What time did it occur?
- What people were present?
- What was the employee doing at the time of the accident or incident?
- What happened during the accident or incident?





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## Rule

WAC 296-800-32025

### Document the preliminary investigation findings

#### You must

- Document the preliminary investigation findings for use at any formal investigation.



#### Helpful Tool:

#### Accident Investigation Report

The Accident Investigation Report can help you report and investigate workplace accidents. You can find a sample copy of the report in the Resource Section of this book.